

President and Board of Trustees
213 N. Douglas St. St. Jacob, IL 62281
Regular Meeting Minutes #26-16
Wednesday, August 19th, 2026, 6:30 pm

ROLL CALL, PLEDGE OF ALLEGIANCE, AND CALL TO ORDER

Present: Mayor Richard Schiefer, Clerk Jennifer Basarich, Trustee George Gavlick, Trustee Derek Ashoff, Trustee Nick Timmons, Trustee Brandon Ponce, Trustee Dawn Ross

Quorum: present; Meeting called to order at 6:30 pm.

1. APPROVAL OF MINUTES AND AGENDA:

- a. Approval of Minutes 26-15 for August 5, 2026. Motion by Trustee Gavlick, second by Trustee Ponce. Roll call vote, all in favor, motion passed.
- b. Approval of Agenda 26-16 August 19, 2026. Motion by Trustee Gavlick, second by Trustee Ashoff. Roll call vote, all in favor, motion passed.

2. COMMUNICATIONS:

- a. Nothing to report

3. OPEN TO THE PUBLIC:

- a. Nothing to report

4. TREASURER REPORT:

- a. May minutes
 - i. Cash is \$1.4M. Net assets are \$906K. There is a year-to-date deficit of \$63K. The only fund that's not is the MFT fund. There is a deficit for the month of May as well. There is no property tax revenue. The annual mortgage payment of \$45K was made. There is atypical spending in the sewer due to infrastructure spending.

5. COMMITTEES:

- a. Community Development/Health
 - i. Seasonal window painting for Village Hall
 1. Trustee Gavlick made a motion to approve the project not to exceed \$200 and the village will pay for the supplies-all monies will come from the homecoming fund, second by Trustee Ashoff. Roll call vote, all in favor, motion passed.
 - ii. Homecoming
 1. The board would like to approve \$500 to be donated to the American Legion for their assistance with the bounce house ticket sales at homecoming.
 - a. This is under the mayor threshold so no vote needed.
 - iii. Follow up from ways to share local communications to residents

1. Our LOCIS system is already set up for this. Jennifer and Marianne will request training from LOCIS. They will get the system set up and start reaching out to the community to ask them to sign up for text and/or email notifications.
- b. Water And Sewer—nothing to report
- c. Police
 - i. Trustee Ponce shared that purchasing a new police vehicle is available right now. Outfitting the vehicle is about 14-16 weeks out for delivery.
 1. Trustee Ponce made a motion to approve the purchase of a new 2026 Ford police SUV, second by Trustee Timmons. Roll call vote, all in favor, motion passed.
- d. Ordinance And Finance
 - i. Ordinance 26-644 for short-term rentals-tabled.
 - ii. Resolution to confirm appointment of Village Clerk for IMRF purposes.
 1. Trustee Gavlick made a motion to approve the resolution, second by Trustee Timmons. Roll call vote, all in favor, motion passed.
- e. Public Grounds & Building
 - i. Activity Center rental fee—Trustee Ashoff recommended from their committee meeting that rates for renting the activity center change with rates effective immediately with all new rentals going forward. Deposit to stay \$100. Half day rates go to \$200. Full day rates go to \$300.
 1. Trustee Ashoff made a motion to approve, second by Trustee Gavlick. Roll call vote, all in favor, motion passed.
- f. Streets And Lanes/Motor Fuel Tax
 - i. Salt bin—Trustee Timmons stated this is not on the agenda, but Trustee Gavlick agreed this was time sensitive. Trustee Timmons stated this is to move forward with payment and performance bonds. The Village board authorized the mayor to review the bids on Friday, August 21st and award a bid prior to the next board meeting. The goal is to keep the entire project below \$60,000 with \$15,000 coming from a grant.

6. REPORTS:

- A. Engineer's report
 1. Nothing to report
- B. Village Attorney
 1. Nothing to report
- C. FOIA update
 1. Nothing to report
- D. Building & Zoning—For the month of July, there was 1 building permit issued for an above ground pool. There were 4 building inspections performed. There were 4 rental inspections performed. There were 4 occupancy permits issues. There were 13 phone calls received/made in reference to building & zoning regulations. There were 3 complaints about weeds received- all were resolved.
 1. Miscellaneous duties:

- i. Met with prospective buyer of 400 Napoleon in reference to new home placement.
- ii. Checked culvert issue at 505 Dominique in reference to erosion issue.
- iii. Talked with prospective buyer of property on Marine Rd. wanting to divide 7 acres into 2 lots.

F. Planning Commission

1. Nothing to report

G. Public Works

1. Did THM samples-new process-all good so far.
2. All bottles for lead and copper samples for 20 residents.
3. Fence is starting.
4. Cleaning up in back is happening for future road.

7. **CLAIMS:**

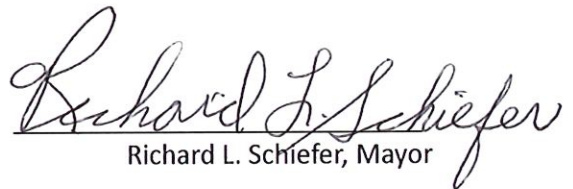
- a. Claims for approval for August 19, 2026 for \$16,126.66. Motion by Trustee Gavlick, second by Trustee Timmons. Roll call vote, all in favor, motion passed.

8. **CALL FOR ADJOURNMENT:**

- a. Trustee Gavlick made a motion to adjourn, second by Trustee Ashoff. Roll call vote, all in favor, motion passed.

Meeting adjourned at 7:18 pm.


Jennifer Basarich, Village Clerk


Richard L. Schiefer, Mayor